

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES

P.O. BOX 88

JEFFERSON CITY, MISSOURI

April 9, 2003

MEMORANDUM

TO: AREA EXECUTIVE STAFF, COUNTY DIRECTORS,  
CHILDREN'S SERVICES AND CHILDREN'S SERVICES  
CLERICAL SUPPORT STAFF

FROM: DENISE CROSS, DIRECTOR

SUBJECT: FAMILY CARE SAFETY REGISTRY

CHILD WELFARE MANUAL,  
[SECTION 6, CHAPTER 3](#), "Resource Family Assessment and  
Licensing";  
[SECTION 6, CHAPTER 3, ATTACHMENT C](#)

REFERENCE: CHILDREN'S SERVICES

DISCUSSION:

The purpose of this memorandum is to inform you of a change made to the Family Care Safety Registry as affected by Senate Bill 923. Effective August 28, 2002, the law states that foster resource families are to be automatically registered and are exempt from the five-dollar registration fee.

Since the Department of Health and Senior Services is responsible for the Registry, and the Division of Family Services is responsible for licensing foster resource families, a way needed to be designed to facilitate the registration of resource families. A simplified version of the current registration form is being printed and supplied to the Division of Family Services' (DFS) warehouse by the Missouri Department of Health and Senior Services. The form will be called the "Worker Registration", number MO 580-2421(FP). The form, which is yellow, will be used only for foster parents.

The licensing worker will be responsible to submit the form for each newly licensed foster resource family home. The family's DVN should be entered in the box provided in the upper right hand corner of the form. The form is to be signed by the applicant, a photocopy of the social security card(s) attached, and mailed to the Missouri Department of Health and Senior Services, Family Care Safety Registry, P.O. Box 570, Jefferson City, MO 65102. A copy of the completed form shall be maintained in the resource family licensing record.

Prior to this memorandum, resource families carried the responsibility of sending the form themselves and paying the registration fee.

**NECESSARY ACTION:**

1. Review this memorandum with all Children's Services Staff.
2. Manual pages for this memorandum will be forthcoming in the new Child Welfare Manual.
3. All questions should be cleared through normal supervisory channels.

DC/DK:js

**Attachments**

[SECTION 6, CHAPTER 3, "Resource Family Assessment and Licensing";](#)  
[SECTION 6, CHAPTER 3, ATTACHMENT C](#)